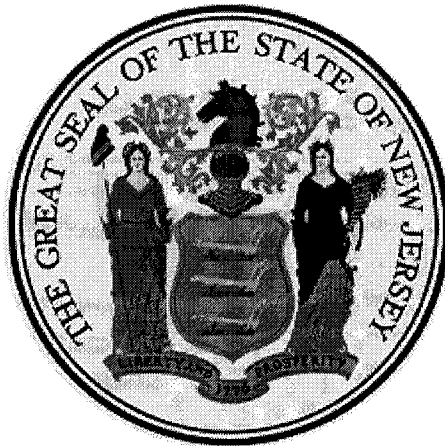


# State of New Jersey



## School District Records Retention Schedule

### Active Records

### Facilities M700104-999

Facilities: Construction, Maintenance, and Transportation

Application to Operate a Summer School	1
Asbestos File	1
Construction File	1
Application File - School Construction	1
Approval Letter - Project Authorization	2
Approval of School Site Acquisition or Disposal	2
Architect's Correspondence	2
Bids for Construction	2
Bids Summary	2
Building Permits	2
Building Plans and Specifications	2
Change Orders	2
Contractor's Affidavit	3
District Referendums - Facilities	3
On-going Renovations	3
Project Costs Estimate	3
Request for Specification Revision	3
Contract File	3
Contract File - Construction	3
Contract File - Transportation	3
Deeds & Easements File	3
Equipment File	3
Annual Inventory	3
Equipment Disposal Forms	4
Equipment Repair Order	4
Annual Equipment/Supply Report	4
Material Inventories of Surplus	4
Facilities Daily Operations File	4
Delivery Slips	4
Printing Requests	4
School Usage Schedule	4
Work Schedules - Maintenance	4
Inspection Reports	4
Long-Range Facility Plan	4
Property Record	4
Rental Agreements	4

- School District Boundary File
- School-Owned Vehicle File
- School-Owned Vehicle File
- School-Owned Vehicle Gasoline File
- School-Owned Vehicle Boundary File
- School-Owned Vehicle Fine Reports
- School-Owned Vehicle Purchase or Lease File
- School Board-Owned Bus Report
- State School Building Aid File
- Additional State School Building Aid, Chapter 74 - (2/2A and 4/4A)
- Additional State School Building Aid, Chapter 74 - Permanent Bonds
- Substandard Instructional Area File
- Transportation File
- Weather Conditions Maintenance Log

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M7001 04 SCHEDULE NUMBER 999 PAGE NUMBER 1 OF 7

DEPARTMENT SCHOOL DISTRICT	AGENCY REPRESENTATIVE  TITLE  (AREA CODE) TELEPHONE NUMBER
DIVISION ACTIVE	
BUREAU FACILITIES	

**SCHEDULE APPROVAL:** Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE	DATE	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE
---------------------------------	------	--	------

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0001-0000	Facilities: Construction, Maintenance, and Transportation Application to Operate a Summer School/Use of School Facilities/School Usage Schedule		3 yrs		Destroy
0002-0000	Asbestos File (Copy) Contains: Application for State Aid: School Act for Asbestos, Project Completion Report: Asbestos Nonpublic, Project Completion Report: State School Aid Act for Asbestos, Asbestos Removal Contract Asbestos Summer Removal Program Survey evaluations and reports, and supporting documentation. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.		65 yrs		Destroy
0003-0000	Construction File File pertains to school facility construction and/or renovation. File contains but is not limited to the following:				
0003-0001	Application for School Approval of Construction - Approved		7 yrs after disposal of building		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M7001 04	SCHEDULE NUMBER 999	PAGE NUMBER 2 OF 7
---------------------------	------------------------	-----------------------

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0003-0002	Application for School Approval of Construction - Denied	3 yrs		Destroy
0003-0003	Approval Letter - Project Authorization Letter from the Department of Education authorizing a building project at a school or other education related facility. Copies are sent to the Department of Education and the office of the County Superintendent of Schools.	7 yrs after disposal of building		Destroy
0003-0004	Approval of School Site Acquisition or Disposal Approval from the Department of Education for the use of the site selected for a school building.	7 yrs after disposal of building		Destroy
0003-0005	Architect's Correspondence Correspondence to/from the architect regarding building plans of structures that are built.	7 yrs after disposal of building		Destroy
0003-0006	Bids for Construction	7 yrs after termination of contract		Destroy
0003-0007	Bids Summary	7 yrs		Destroy
0003-0008	Building Permits Contains: applications, inspection reports, and supporting paperwork.	7 yrs after disposal of building		Destroy
0003-0009	Building Plans and Specifications	Permanent		Permanent
0003-0010	Change Orders Orders to change building specifications.	7 yrs after disposal of building		Destroy
0003-0011	Contractor's Affidavit	7 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
M700104	999	3 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0003-0012	District Referendums - Facilities legal statements regarding buildings.	Permanent		Permanent
0003-0013	Ongoing Renovations Workpapers for projected or completed renovations.	7 yrs after disposal of building		Destroy
0003-0014	Project Costs Estimate	7 yrs		Destroy
0003-0015	Request for Specification Revision Manufacturer's or distributor's revision of original order.	3 yrs		Destroy
0004-0000	Contract File- Construction and Transportation			
0004-0001	Contract File - Construction Contracts, plans, and specifications for the construction of buildings and other structures.	7 yrs after disposal of building		Destroy
0004-0002	Contract File - Transportation Contains: school bus companies contracts; transfer agreement; renewal; special education, handicapped, summer, and athletic team contracts; and supporting documentation. The original is sent to the office of the County Superintendent of Schools.	7 yrs after termination of contract		Destroy
0005-0000	Deeds & Easements File	Permanent		Permanent
0006-0000	Equipment File			
0006-0001	Equipment File - Annual Inventory	3 yrs		Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER  
M700104

SCHEDULE NUMBER  
999

PAGE NUMBER  
4 OF 7

RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY RECORDS CENTER

DISPOSITION

0006-0002	Equipment File - Equipment Disposal Forms	3 yrs after disposal	Destroy
0006-0003	Equipment File - Equipment Repair Order	1 yr after audit	Destroy
0006-0004	Equipment File - Annual Equipment/Supply Report	1 yr	Destroy
0006-0005	Equipment File - Material Inventories of Surplus	7 yrs	Destroy
0007-0000	Facilities Daily Operations File File pertaining to the daily operations of a school district's facilities management office. File contains but is not limited to the following:		
0007-0001	Delivery Slips	3 yrs	Destroy
0007-0002	Printing Requests	3 yrs	Destroy
0007-0003	School Usage Schedule	1 yr	Destroy
0007-0004	Work Schedules - Maintenance	1 yr after work completed	Destroy
0008-0000	Inspection Reports	6 yrs	Destroy
0009-0000	Long-Range Facility Plan Program is reviewed every five years. Also titled: Master Plan (Facilities).	10 yrs	Destroy
0010-0000	Property Record Contains: school name and number, monies paid, site of construction, and type of construction.	7 yrs	Destroy
0011-0000	Rental Agreements Includes correspondence and leases.	7 yrs after expiration of lease	Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M7001 04 SCHEDULE NUMBER 999 PAGE NUMBER 5 OF 7

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN RECORDS CENTER	DISPOSITION
0012-0000	School District Boundary File	Permanent		Permanent
0013-0000	School-Owned Vehicle File (Copy) Documentation pertaining to various school district-owned vehicles. Original is sent to the office of the County Superintendent of Schools and a copy is sent to the Department of Education.			
0013-0001	School-Owned Vehicle Gasoline File Contains usage and refund records.	7 yrs		Destroy
0013-0002	School-Owned Vehicle Boundary File Correspondence from individual schools, stating the facts about parking and mileage within transportation route boundaries.	3 yrs		Destroy
0013-0003	School-Owned Vehicle Fine Reports	7 yrs		Destroy
0013-0004	School-Owned Vehicle Purchase or Lease File File contains but is not limited to the following: Request for County Superintendent Approval Purchase or Lease of School Vehicles (NJSA-18A:58-7)(Copy) and Request for County Superintendent Approval Sale or Retirement of School Vehicles (NJSA 18A:58-7). (Copy)	3 yrs		Destroy
0013-0005	School Board-Owned Bus Report Report pertaining to information about vehicles owned by the School Board. File contains: purchase orders, gas requisitions, driver payrolls and, vehicle repairs.	7 yrs		Destroy



# RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER M700104	SCHEDULE NUMBER 999	PAGE NUMBER 6 OF 7
--------------------------	------------------------	-----------------------

RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN  
AGENCY

RECORDS CENTER

DISPOSITION

0014-0000

State School Building Aid File

0014-0001

Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended (2/2A and 4/4A)(Copy)  
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs

Destroy

0014-0002

Additional State School Building Aid, Chapter 74, Laws of 1978 as Amended, (Permanent Bonds) (Copy)  
Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs after  
bond maturity  
or cancellation

Destroy

0015-0000

Substandard Instructional Area File (Copy)  
Contains: application, renewal, extension, and supporting documentation. Original is kept by the office of the County Superintendent of Schools and a copy is kept by the Department of Education.

7 yrs

Destroy

0016-0000

Transportation File (Copy)  
Contains: Application for Private School Transportation, Private School Transportation Summary, Request for Payment of Transportation Aid, Request for Payment of Transportation Aid: Pupil Enrolled in a Remote Nonprofit Private School Out-of-State, Student Transportation Route Report, and Special Education Transportation Report. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.

3 yrs

Destroy

# RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD  
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

M7001.04

SCHEDULE NUMBER

999

PAGE NUMBER

7 OF 7

RETAIN IN  
AGENCY

RECORDS CENTER

DISPOSITION

0017-0000

Weather Conditions Maintenance Log  
Maintenance log reflecting the types of  
safety measures that were taken during hazardous  
weather conditions.

6 yrs

Destroy